

Evergreen Productions, Inc.

Job Description for RUN CREW

Run Crew:

There will be more than one individual on this crew, and they will be assigned jobs in a specific 'tech' area such as lights, sound or backstage. Each crew member will report to Stage Manager. Run crew works from Tech week through the closing night of the play.

Prior to first production meeting:

- N/A

Rehearsal period:

- All positions must attend a minimum of one rehearsal the week before move in
- Keep list of any thank you's and volunteers and provide to person doing the program by designated date set at pre-production meeting.

Load-in Tech:

- All positions should be present at all tech rehearsals and perform set duties as if at a performance.

Performance:

- All positions should be present at productions a minimum of one hour prior to performance

Backstage crew:

- Pre-set, move during performance and strike: costumes, props, set pieces per run sheets
- Repair costumes, props, set pieces as needed Assist with quick changes

Lights and/or Sound:

- Lights to turn on board and perform light check prior to house open
- Lights double check that aisle lights are on
- Sound to turn on headsets
- Sound to conduct sound cue check
- Run light board or sound board per cue sheets
- Shut down equipment at performance end

Strike:

- Run crew is welcome to assist at strike.